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## William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Em	nployee: <u>L</u> j	sted Belan	· · · · · · · · · · · · · · · · · · ·	Employee	#: <u>Listal Belan</u>
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## William A. Hinton State Laboratory Institute

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